

Site Accreditation Report – Northern State University

Completed: April 24th, 2018

Levels of Care Reviewed:

Substance Use Disorder (SUD) Services

Prevention

Review Process: Northern State University was reviewed by Division of Behavioral Health staff for adherence to the Administrative Rules of South Dakota (ARSD) and Contract Attachments. The following information was derived from the on-site accreditation survey of your agency. This report includes strengths, recommendations, and citations for Plans of Corrections and results from reviewing policies and procedures, personnel files, and conducting an interview with the executive director.

Administrative Review Score: 83%

Cumulative Score: 83%

ADMINISTRATIVE REVIEW SUMMARY

Strengths:

The agency to participates in a large quantity of community outreach as well as offers several prevention activities to students on campus and to members of the community. Northern State University's coalition has a wide variety of representation amongst their group as it was noted that their coalition consists of students, graduate assistants, NSU staff, a police officer, and community members. The coalition is actively looking to add new members. The Northern State University coalition is located within the counseling offices at NSU which provides students access to other services in the same location if needed. The agencies prevention programming includes all of the necessary documentation which is easy to follow and very organized.

Recommendations:

1. Each agency shall develop root cause analysis policies and procedures to utilize in response to sentinel events according to ARSD 67:61:02:21. Each agency shall report to the division within 24 hours of any sentinel event including: death not primarily related to the natural course of the client's illness or underlying condition, permanent harm or severe temporary harm and intervention require to sustain life. A policy and procedure on sentinel events should be created to be in compliance with ARSD 67:61:02:21. The university appears to have a policy regarding sentinel events but not a policy for the coalition regarding contacting the division after a sentinel event.

2. An agency will contact the Division Director prior to any of the following changes: (1) change in agency director (2) reduction in services provided by the agency; and/or (3) the impending closure of the agency, to determine whether any changes in accreditation status are necessary per ARSD 67:61:02:20. The agency does not currently have a policy indicating they will contact the division director prior to any of the above changes.

Plan of Correction:

1. The agency shall update their policies and procedures manual to establish compliance with Administrative Rules and procedures for reviewing and updating the manual according to ARSD 67:61:04:01. The agency's policy and procedure manual still referenced the old ARSD 46:05 and needs to be updated to reference ARSD 67:61.
2. According to ARSD 67:61:05:05, The agency shall provide orientation for all employees, including contracted staff providing direct clinical services, interns and volunteers within 10 working days after employment. The orientation shall be documented. In review of the personal files, the hire date was not within the records and was hard to tell when the staff started their position.
3. According to ARSD 67:61: 05:01, each new SUD staff, intern, and volunteer must receive the two-step method of tuberculin skin test or a TB blood assay test to establish a baseline within 14 days of employment. A second step should be completed within a 12 month period prior to the date of employment. The documentation of each required TB skin test was not found in any of the personal records reviewed. Ensure that all staff has a TB skin test completed and develop a policy and procedure for future compliance with this rule.
4. According to ARSD 67:61:11:06, the prevention agency maintains a current database of information and referral resources on alcohol, tobacco, and other drugs, substance abuse services, and prevention and treatment resources. The information is posted or publicly distributed, and agency staff reviews the information. The agency did not have a current database available for clients.